

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-053 **Issue Date:** 03-13-15 **Closing Date:** 03-26-15

Project Tracking & Resource Analyst-Chemical Engineer
Environmental Restorations/Waste Management (ERWM)
Department of Natural Resources
Hourly Wage: \$38.63/Regular/Full-Time

The overall objective of this position will be to implement strategy and policy developed by Tribal Council, ER/WM and Tribal Management. Duties include day to day coordination of staff in the office where the position is based and close evaluation and coordination with staff in the other ER/WM office. Coordination with management and policy level leadership. The position supports the YN ER/WM Program under the cooperative agreement between the Yakama Nation (YN) and the US Department of Energy (DOE) through the identification, evaluation, and conservation of archaeological sites, cultural and natural resources along the Hanford Reach Columbia River area to protect and enhance the culture of the YN as described in the Treaty of 1855. Incumbent will need to appropriately represent Yakama Nation interests in the realm of federal and state compliance with cultural resources and natural resource laws and regulations for projects and policies and various levels. Coordinate with Tribal Historic Preservation Office, and other YN tribal programs. Prepare responses for Federal, State and local agencies initiating consultation with the Yakama Nation, per NHPA, NEPA, CERCLA and other applicable laws and regulations. May participate and/or serve as Field Director on archaeological fieldwork, i.e., survey inventory, evaluative testing, mitigation/treatment activities, and should be proficient in all phases of archaeological projects including site recording, mapping, photography, site interpretation, and post-field artifact processing. The incumbent may assist in report preparation following fieldwork. The incumbent should be proficient with GPS and GIS technology and graphics programs.

Knowledge, Skills and Abilities:

- Knowledge of cost estimating methods and principles.
- Knowledge of DOE budget process and interaction of federal agencies with the Office Management and budget.
- Knowledge of the past and present distribution of resources important to the Yakama Nation.
- Knowledge of contemporary archaeological methods and theories especially as they relate to the Columbia basin.
- Knowledge and experience in Archaeological survey.
- Knowledge of the historical relationship of the Yakama Tribal Government and the organizational structure.
- Knowledge of the Treaty of 1855 and the case law or common law developed since its signing.
- Knowledge and familiarity with Native American cultural resources issues, i.e., tribal sovereignty, reserved rights.
- Knowledge of/or familiarity with the process in implementing Section 106 of the National Historic Preservation Acts as described in 36CFR800.
- Working knowledge of cultural and natural resource laws and regulations.
- Knowledge of the methods, principles, and techniques associated with the archaeological profession and experience in conducting various CRM tasks.
- Knowledge of lithic technology as it applies to stone tool manufacture and a familiarity with the working key classification of prehistoric stone tools of the Columbia basin.
- Knowledge of GIS project and geo-database development, cartography and data analysis.
- Knowledge of the difference between policy, management, and technical level issues and ability to act/advise on that knowledge appropriately.
- Skilled in the use of general PC applications, especially use of e-mail required, with proficiency in the use of MS Access, Excel, Word, Global Positions System technology, and ArcView GIS programs.
- Ability to investigate new Archaeological discoveries.
- Ability to monitor project activities to identify possible unknown cultural resources to ensure that project activities stay within Area Potential Effect (APE) boundaries.
- Ability to express ideas in public and ability to advocate for cultural and natural resource protection.
- Ability to plan and conduct multiple cultural and natural resource management compliance tasks and projects at one time.
- Ability to review and provide comments on Area of Potential Effect (APE) reports and Cultural Resources Reports prepared by contractors.
- Ability to write and produce technical reports to professional standards, including knowledge of appropriate writing style and layout, citation procedures, map preparation, and preparation of final, publishable documents.
- Ability to develop and manage a GIS project.
- Ability to assess proposed fire suppression tactics for potential impact on tribal cultural properties.
- Ability to respect traditional tribal standards for personal interaction.
- Ability to conduct professional behavior during all encounters with Tribal Council, other tribal employees and agency staff.
- Ability to demonstrate experience with CRM contacting preferred.
- Ability to demonstrate experience with tribal cultural resources program and familiarity with Traditional Cultural Properties compliance process preferred.
- Ability to write clearly and communicate effectively at meetings.

General Recruiting Indicators:

- Minimum of a Master's Degree to meet Secretary of Interior Standards for Professional Archaeology and at least 5 years professional experience in project management, project scoping and budgeting.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test and background check.
- Must possess a valid Washington State Driver License with ability to obtain a Yakama Tribal Drivers Permit.